

MASTER CLOCK REIMBURSEMENT PROCEDURES

The TECB processes requests for reimbursement for PSAP Master Clocks by Districts (ECDs) as follows:

- 1) The ECD must submit invoices to the TECB arising from the purchase of the PSAP Master Clock. (The Department of Finance and Administration will not accept copies of quotes or purchase orders.)
- 2) A *“Request For Reimbursement of Recurring and Non-Recurring Costs for Implementation for E-911”* certification form available on the TECB website must be submitted with each invoice.
- 3) The request for reimbursement should be classified as “Other” costs, and should include an explanation for the request.
- 4) In addition to the certification form, the District must submit a certification from the vendor that PSAP Master Clock meets NENA's minimum standards. A certification form which lists NENA's minimum standards is available on the TECB website. The purpose of this requirement is to assure that the vendor is providing Tennessee PSAPs with a product that will provide the level of service required.
- 5) Please allow approximately 4-6 weeks from the time the TECB receives the reimbursement request to the funds' disbursement by ACH into the ECD's bank account.

PSAP Master Clock

(Description and Feature Definitions)

To ensure consistency of time stamps added to event records, reports and voice recordings, it is advised that equipment such as CAD, ANI/ALI Controllers, Voice Recorders, Radio Consoles, etc, have the ability to synchronize internal clocks to a PSAP master clock.

Minimum Standard¹ to Qualify for ECB Reimbursement²

The PSAP master clock shall:

- Be traceable to Coordinated Universal Time (UTC);
- Have a continuous accuracy of .1 seconds relative to UTC when locked to the UTC time source;
- Have a front panel Display to indicate time;
- Have the optional capability to provide time codes via an RS-232 serial, Inter Range Instrumentation Group (IRIG), and Ethernet 10/100 Base T interfaces;
- Have the capability to automatically adjust the Master Clock Display, RS-232 and IRIG time codes for Daylight Saving Time;
- Have a selectable 12 or 24 hour display of Hours, Minutes and Seconds;
- Have a means to indicate its status; locked / unlocked and time synchronized or unsynchronized to the external UTC time source;
- Have alarm dry contact closures that are activated upon loss of power or when the clock has lost time synchronization;
- Be connected to an uninterruptible power supply (UPS) or be equipped with internal batteries which are continually charged from main power.

Equipment connected to the master clock must maintain a continuous accuracy of $\pm .25$ seconds relative to the PSAP master clock.

Optionally, equipment synchronizing to the ASCII time code date may derive alarm status by monitoring the Time Sync Status character within the data stream.

If equipped with internal batteries, the batteries must be capable of powering the equipment for a minimum of 15 minutes.

In the event the PSAP master clock becomes unlocked from the external UTC source and must "free run", it will not exceed and error accumulation of more than 1 second per day.

CERTIFICATION

I hereby certify that this PSAP master clock meets the minimum standards recommended by the National Emergency Number Association.

Vendor Representative

Date

¹ National Emergency Number Association (NENA), NENA-04-002, Issue 3, May 17, 2000, NENA Recommended PSAP Master Clock Standard.

² Policy No. 19 - Effective April 1, 2004, emergency communications districts are encouraged to obtain for each public safety answering point (PSAP) therein that is capable of receiving enhanced 911 calls, a PSAP Master Clock that meets or exceeds the recommended standards of the National Emergency Number Association. The Tennessee Emergency Communications Board shall provide cost recovery for PSAP Master Clocks not to exceed \$5,000 per district, subject to availability of funds. Districts that presently possess such a PSAP Master Clock shall be eligible for such cost recovery upon production of paid invoices therefore.



**STATE OF TENNESSEE
TENNESSEE EMERGENCY COMMUNICATIONS BOARD
DEPARTMENT OF COMMERCE AND INSURANCE**

500 JAMES ROBERTSON PARKWAY, NINTH FLOOR
NASHVILLE, TENNESSEE 37243
615-253-2164/FAX: 615-401-7642

**REQUEST FOR REIMBURSEMENT OR PAYMENT OF OBLIGATIONS INCURRED OF
RECURRING AND NON-RECURRING
COSTS FOR IMPLEMENTATION FOR E-911**

DISTRICT: _____
CONTACT: _____
ADDRESS: _____

In accordance with Tenn. Code Ann. § 7-86-306(a)(10), the undersigned requests, on behalf of the above stated Emergency Communications District, the following reimbursement or payments of obligations incurred for implementation of wireless enhanced 911 service in Tennessee.

| | | | | | Check Appropriate Costs | |
|--|-------------|----------------|-------------|-------------|--|-----------|
| | Date | | Date | Cost | P1 | P2 |
| Non-Recurring Costs³ | | Through | | | | |
| Monthly Recurring Costs | | Through | | | | |
| Total Cost Reimbursement | | | | | | |
| Other | | | | | | |

Explanation for Other:

CERTIFICATION

I hereby certify that this request for cost recovery, which is submitted to the Tennessee Emergency Communications Board pursuant to Tenn. Code Ann. § 7-86-306(a)(10), is correct and valid. I further certify that the amount claimed was expended to implement, operate, maintain or enhance statewide wireless enhanced 911 service in conformance with all applicable orders and rules of the Federal Communications Commission and other federal and state requirements that pertain to wireless enhanced 911 service.

Signature of District Agent

Date

³ A single, one-time expenditure.